

A. INTO QUB Application Guidance Notes

Thank you for taking the time to apply to work for INTO Queen's University, Belfast. We ask that you carefully read, and then follow, the guidelines below to ensure that you fully understand our recruitment & selection process and have submitted a complete application.

1.0 Application Process

What position am I applying for?

The 2019 Register for Teachers of Pre-Sessional English (PSE), In-Sessional English and Academic English.

We plan to run the Register for a period of up to 24 months from 1 June 2019. However, should the Register no longer meet our teaching requirements, we may need to advertise for a new Register before the end of this 24 month period. You would then have to re-apply for any future Register.

What documents must I supply (either electronically, or in hard copy) in order for my application to be considered complete?

1. Completed Information Clinic Form (**Document B**) – if you wish to have more information about the application process, requisite documentation, etc.
2. Completed, signed (electronic signature is acceptable) & dated INTO QUB Pre/In-Sessional 2019 Application Form (**Document C**).
3. Completed, signed (electronic signature is acceptable) & dated 2019 Pre-Sessional / In-sessional / Academic English Register Availability Form (**Document D**).
4. Evidence of completion of relevant qualifications (**Please see the Person Specification and section 4.0 below**). Please note that working towards a qualification as listed in the Essential Criteria is not sufficient. You must have completed the qualification by the date of your application submission.
5. **Physical and clear evidence of completion of at least 5 hours of satisfactory observed teaching practice** (Please see paragraphs 4.1 and 4.2.1 below. If paragraph 4.2.1 applies to you the evidence requirement is for at least 6 hours of observed teaching practice).
6. Complete Document Checklist (**Document E**).

NB: It is the applicant's responsibility to provide sufficient and understandable evidence in support of their application. Where this evidence is not provided, is insufficiently provided, or does not have English translations where relevant, the application will not be shortlisted.

Will copied/scanned documents be accepted?

Yes, emailed/copied documents are acceptable, but all evidence supplied either electronically, or in hard copy, must be complete and legible. If emailing these documents, please ensure they are in printable format, particularly if they are scanned.

When is the application deadline? 12 midnight on Thursday 27 June 2019.

2.0 What is the INTO QUB PSE Recruitment & Selection Process?

2.1 Shortlisting

Shortlisting will take place as soon as possible after the advertisement closing date.

2.2 Interviews

Competency based interviews will be conducted by a three-person interview panel. Where deemed appropriate for those working/located outside of Northern Ireland, we may consider holding Skype interviews, for which you should supply your Skype address.

You will be asked to bring with you to interview for verification (or to email colour copies in advance if you have a Skype interview);

- (i) the originals of the documents you sent with your application
- (ii) original ID document(s) to show that you have the right to work in the UK.

2.3 After the interviews, you will be contacted by HR via email to advise one of the following outcomes:

2.3.1 You are deemed appointable to the Register. Please note that, this will **not** represent an offer of employment at INTO QUB.

2.3.2 You will be advised that your application has been unsuccessful on this occasion and, consequently, your name will not be held on the 2019 Register.

2.4 How do we determine the number of Teachers we require?

Student numbers for PSE courses can vary from year to year. We try to predict this year's student numbers factoring in, for example:

- Historical student enrolment figures
- Actual year to date enrolment against predicted 2019 enrolment (when known)
- QUB conditional offers to students for Sept 2019 courses (when known)
- Existing teaching capacity within INTO QUB
- British Council's guidance on optimum class sizes.

As the requirement arises, we firstly look internally to ascertain if we have some capacity within our existing cohort of English Teachers. Then we call upon our current PSE Register.

2.5 When do we make job offers?

- HR may contact applicants on the Register as and when we have suitable short term teaching requirements, and any subsequent offer of temporary employment will be subject to your availability for the particular type, or duration, of contract on offer and to vetting as per paragraph 2.6.
- The timing of offers varies from year to year, depending on the volume of student applications which convert to confirmations, but making job offers normally commences after Easter when we make initial job offers which are conditional upon anticipated student numbers being achieved.
- As student numbers increase, we try to only make further job offers when we feel we have another confirmed class.
- We can get unexpected spikes in confirmations in the run up to/after the confirmation deadline for the respective courses so temporary job offers can be made right up to the week before the relevant PSE intake.

2.6 Vetting

Prior to any confirmed appointment INTO QUB must be in receipt of:

- **two employment related references**, which are deemed satisfactory to us, and
- **a satisfactory enhanced AccessNI check**, where appropriate. It is your responsibility, when advised by HR, to initiate the application and furnish to HR the relevant original documents for progressing your application.

N.B. Where interviews have been conducted by Skype, you will be expected to bring in to HR for validation, before your scheduled start date, the originals of all your relevant documents eg: ID/Right to Work in the UK, examination certificates & evidence of observed teaching practice. Failure to present original documentation may render any conditional offer invalid.

3.0 Where is INTO QUB located?

The INTO QUB Centre is located at 2 – 8 Lennoxvale, Belfast, BT9 5BY. [Location Map](#)

4.0 Guide to Essential Criteria & Evidence Required

4.1 ELT/TESOL (Certificate-level) Qualifications must

- be **externally validated** by a reputable examination body (usually a university or a recognised examination board).
- Contain **at least 100 hours of ELT/TESOL input** i.e. 100 contact hours.
- **contain at least six hours' supervised teaching practice*** (i.e. practice where a qualified assessor observes the trainee teacher teaching real TEFL students and gives feedback to the trainee on his/her performance).

This observed teaching practice evidence can be in the form of one or more of the following documents but must clearly and identifiably show that the total requisite observed teaching hours were completed, and were deemed to be to a satisfactory standard.

You MUST provide one or more of the below documents when submitting your application.

- official qualification transcripts showing at least 5 hours of observed teaching practice*
- satisfactory lesson reports on company headed paper, or displaying a company stamp, signed and dated by the assessor and showing the duration of the class (clearly totalling at least 5 hours*)
- A letter, or email, addressed to you from your college / training provider / Head of School testifying to you having been satisfactorily observed by an assessor for a minimum of 5 hours*.
- Relevant paragraphs from a course brochure, relevant at the time during which you studied the course, showing that the requisite number of observed teaching practice hours were a mandatory element of completing the course.

N.B. Where original evidence documents are not in English, the shortlisting panel will not be able to verify these documents. We, therefore, require you to furnish us at the time of application with an accompanying version which has been legally/officially translated into English.

5.0 Guide to Desirable Criteria & Evidence Required

5.1 ELT/TESOL (Diploma-level) Qualifications must

- be **externally validated** by a reputable examination body (usually a university or a recognised examination board).
- Contain **at least 100 hours of ELT/TESOL input** i.e. 100 contact hours.
- **contain at least six hours' supervised teaching practice*** (i.e. practice where a qualified assessor observes the trainee teacher teaching real TEFL students and gives feedback to the trainee on his/her performance).

This observed teaching practice evidence can be in the form of one or more of the following documents but must clearly and identifiably show that the total requisite observed teaching hours were completed, and were deemed to be to a satisfactory standard.

5.2 Diploma Equivalencies

5.2.1 Certain combinations of qualifications are accepted as equivalent to Diploma level. Eg.

- PGCE in English **and** a TEFLI Certificate in ELT/TESOL that meets the validation, teaching practice and input criteria listed above;
- PGCE in Foreign Languages **and** a TEFLI Certificate in ELT/TESOL that meets the validation, teaching practice and input criteria listed above;
- PGCE PCET (ESOL specialism) **and either** Additional Diploma (ESOL) in Lifelong Learning Sector **or** Diploma (ESOL) in Lifelong Learning Sector **or** a TEFLI Certificate in ELT/TESOL that meets the validation, teaching practice and input criteria listed above;
- Post-graduate qualification in ELT/TESOL or related subjects and a TEFLI certificate in ELT/TESOL that meets the validation, teaching practice and input criteria listed above.

5.2.2 Other qualifications that providers may consider to be Diploma level (provided that they meet the validation, entry requirements, teaching practice and input criteria listed above) are:

- University 'Diploma in ELT/TESOL' courses
- Overseas qualifications (equivalent to a PGCE, BEd or MA in ELT/TESOL) which qualify teachers to teach ESOL in state educational institutions in their country of origin.

5.2.3 MAs in ELT/TESOL or related subjects can be considered diploma-level equivalent provided that they meet the validation, teaching practice and input criteria listed in questions 3 to 6 on the application form. Where the teaching practice (only) criterion is not met and the teacher is not TEFLI certificate-level qualified, a teacher may be considered diploma-level qualified where there is documented evidence that he or she has undertaken at least five hours of systematic observation of lessons by a fully TEFL - qualified academic manager or teacher trainer post-qualifying. Note: this does not apply to certificate or diploma-level qualifications without a supervised teaching practice component.

6.0 Data Protection

Any personal information supplied to HR as part of your job application will be used by HR, recruiting managers and relevant third party service or benefit providers in line with current Data Protection legislation and as per the INTO Candidate Privacy Notice, a copy of which can be found at <https://intoglobal.com/jobs>.

B. One to One Information Session Form

Whilst we have attempted to explain the application process and requisite documentation as clearly as possible in these guidelines, historically we have found that some candidates can be unsure what documentation to provide with their application, to render it complete. This is particularly relevant to the provision of evidence of completion of the necessary hours of Observed Teaching Practice, which is an essential requirement.

Please indicate below if you would like to avail of an information session with HR and we will follow up with a date and time in due course.

Preferred method of contact with INTO's HR department & recruiting personnel:

- I wish to bring my application documentation into the INTO QUB Centre to have INTO QUB staff check the content before I submit my application.
- (Within the UK) Via telephone: My preferred number is: _____
- (Outside of the UK) Via a Skype call: My Skype address is:
-

If you wish to avail of a slot one to one Information session, please indicate your preferred date and method of contact above and we will be in touch with you.

Preferred Date & Time: _____

Unavailable Times/dates: _____

Otherwise, if you still have questions please contact the HR Manager at into.recruitment@qub.ac.uk or by telephone at 028 9097 6850.

C. Pre/In-Sessional English Programme 2019 Application Form

(Please type or complete your application form in capital letters using black ink/type)

Please indicate where you saw our advert:

INTO website nijobfinder jobs.ac.uk BALEAP Other (specify): _____

Surname:		Forename/s:		Title:	
Address:					
Post Code:		Country:		Phone:	
Email:		Skype:			

We strongly recommend that you thoroughly read through the INTO QUB Application Guidance Notes (Document A above) before proceeding to complete this application form.

1. Do you have an Undergraduate Degree or higher? YES/NO Please give details:

2. Do you have a recognised EFL teaching qualification at Certificate level? YES/NO *E.g. CELTA/Certificate in TESOL accredited by Ofqual or similar national regulator, at Level 5 of the Qualifications and Credit Framework*
details: Please see Section 4.0 of the A. INTO QUB Application Guidance Notes.

3. Is your qualification externally validated by a reputable examining body? YES/NO *E.g. a university or recognised examination board and/or accredited by a national accrediting body such as Ofqual in England.*
Please give details:

4. Does this qualification require candidates to have prior English Language / ESOL teaching experience? YES/NO Please give details:

5. Does this qualification contain at least five hours' supervised teaching practice (i.e. where a qualified and standardised assessor observes the trainee teacher teaching real students and gives feedback on his or her performance)? YES/NO *#Please see Sections A.1.0, A.4.0 of the Application Guidance Notes.*

Evidence must be attached in order to be shortlisted.

6. Does your qualification contain at least 100 hours of TEFL input? YES/NO Please provide details:

7. Do you have a recognised EFL teaching qualification at Diploma level? YES/NO *E.g. diploma in TESOL accredited by Ofqual or similar national regulator, at Level 6/7 of the Qualifications and Credit Framework; PGCE with ELT/TESOL (Level 6/7); university 'diploma in ELT/TESOL' course; overseas qualification (equivalent to PGCE, BEd or MA in ELT/TESOL) which qualifies teachers to teach ESOL in state educational institutions in their country of origin. Please give details: *Please see Section 5.0 of the A. INTO QUB Application Guidance Notes.**

8. Please give details of your English Language teaching experience:

9. Do you have experience of teaching EAP? YES/NO Please give details:

10. Do you have experience of teaching Pre-sessional English? YES/NO Please give details:

11. Please provide any additional information regarding other relevant qualifications or experience in support of your application:

Employment Reference Details:

Please advise us of two **employment related** referees we can contact. Your referees should include a contact at your present/most recent employment and another business contact.

Reference 1	Reference 2
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Contact Number:	Contact Number:
Email Address:	Email Address:
Relationship to you:	Relationship to you:

Additional Information

Have you any convictions (spent or unspent), cautions, informed warnings or diversionary youth conferences which are not protected or filtered as defined by the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, as amended in 2014? You should include details of any cautions, reprimands, and warnings issued in England and Wales or similar disposals in Scotland, or any other country. Yes/No Please give details:

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

I declare that the information I have given here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intention of deceiving.

Signature: Date:

Print Name:

Please return your completed application by 12 midnight on Thursday 27 June 2019 to the Human Resources Manager via email at into.recruitment@qub.ac.uk, or by post to: INTO Queen's University, 2-8 Lennoxvale, BELFAST, BT9 5BY

INTO Queen's is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and vulnerable adults. This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment, who have or can expect to have a cohort of under 18s, will be subject to an Enhanced check via AccessNI before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Safeguarding

As part of our Safeguarding procedures, applicants for all posts are asked to note that:

- Employment references will be followed up;
- All gaps in CVs must be explained satisfactorily;
- Proof of identity and (where applicable) qualifications will be required;
- Reference request will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- Appropriate suitability checks will be required prior to confirmation of appointment.

D. 2019 Pre-Sessional / In-sessional / Academic English Teacher Register Availability Form

Please indicate below your availability for the various programmes during 2019.

Q.1 Pre-Sessional English Teaching for Summer 2019

You must be available to deliver teaching through the whole of the preferred period for a full working week from Monday to Friday.

My availability for Pre-sessional English Teaching for Summer 2019 is as follows:

Course Duration	Course Dates	Yes I am available	No I am not available
10 Weeks	24 Jun 2019 - 30 Aug 2019		
6 Weeks	22 Jul 2019 – 30 Aug 2019		
4 Weeks	05 Aug 2019 - 30 Aug 2019		

Q.2 Supplementary English = RESITS

You must be available to deliver teaching through the whole of the preferred period for a full working from week Monday to Friday.

My availability for Supplementary English Language Teaching Courses for Summer 2019 is as follows:

Course Duration	Course Dates	Yes I am available	No I am not available
6 weeks (for Sept intake)	24 Jun 2019 to 02 Aug 2019		
3 weeks (for Jan intake)	05 Aug 2019 to 23 Aug 2019		

Q.3 In-Sessional Teaching Mid October to Mid December 2019

In-Sessional Teaching is normally part-time teaching hours delivered during late afternoon/early evening. Please state your availability & what days/times you would likely be available for.

Course Duration	Course Dates	Yes I am available at the following days/times	No I am not available
In-Sessional English Course	TBC but normally mid Oct 2019 to mid Dec 2019		

I understand that I may be required to go through reference checking and an enhanced AccessNI check, where deemed appropriate, prior to any future appointment.

Name: _____ Signed: _____ Date: _____

E. Document Checklist

Have you included with your email or paper application all of the following documentation/evidence?

- B.** Information One to One Session Form, if you wish to book a slot.
- C.** 2019 INTO QUB Pre/In-Sessional Application Form – signed and dated (electronic signature is acceptable for emailed applications).
- D.** 2019 Pre-Sessional / In-sessional / Academic English Register Availability Form – signed and dated (electronic signature is acceptable for emailed applications).
- Physical and clear evidence** (with an English translation where relevant) **of completion of a total of at least 5 hours** (or 6 hours as per 4.2.1. where relevant) **of satisfactory observed teaching practice.**
- Copies of relevant examination / qualification certificates (with an English translation where relevant).
- E.** This checklist/page completed, signed and dated.

Please check carefully that all the documents listed above are completed fully, signed/dated where relevant and are in a format conducive to being opened and printed.

It is your responsibility to ensure that all relevant documents are received by the application deadline to facilitate shortlisting.

If emailing your application, please try, where reasonably practicable, to have all the documents included in one email.

Applicant Signature & Date of Application Submission:

Name: _____

Signed: _____

Date: _____